

Staying healthy safe and well when carrying out external regulatory activities, sector and policy work

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Policy

HSE has taken action to ensure that our important role continues effectively. These actions are being guided by the specific needs and characteristics of the various sectors we regulate and in line with advice from the UK Government, Public Health England, Public Health Wales and Health Protection Scotland.

Compliance with occupational health and safety legal requirements remains mandatory and HSE will continue regulating how Duty-holders are meeting their responsibilities, in the context of the current public health risk.

Our mission is to prevent death and save lives. We are taking a flexible and proportionate account of the risks and challenges arising from the pandemic. This must start first and foremost with how we will stay healthy safe and well whilst undertaking our mission.

We have assessed the risks and identified controls that can be applied to reduce the risk from COVID-19 when we travel to and attend sites to carry out our regulatory function.

- [Full risk assessment](#) 

When are we going to attend Dutyholder premises?

Stay healthy and safe



We will only travel where it is necessary to fulfil our duties. We have developed an approach to assist colleagues in ensuring that key decisions are made based on the information we receive when considering whether a visit is necessary and how it can be conducted safely.

Visits to Dutyholder premises are authorised on a case by case basis as per the table below.

Visits carried out by

FOD, CD, CEMHD and ED
(except trainee inspectors yet to complete the RTP, and visits to offshore oil and gas installations)

Authorised by

Band 3 inspectors, and Band 4 inspectors who have completed the RTP, who have been approved for self-authorisation by their Principal Inspector. See guidance

below.

Trainee Band 4 inspectors who have not completed the RTP, RCOs and VOs

Principal Inspectors

SD, including visits to incident sites

Capability Group Leads for this responsibility

CRD and all ED offshore Oil and Gas interventions

Band 1 / Head of Unit

[Clearance for Band 3 and 4 inspectors to self-authorise external visits to Dutyholders premises](#) will be confirmed by Principal Inspectors in an email and the application of controls will be formally discussed as part of every 8-weekly KIT meeting. Divisional Directors will maintain oversight that the steps required to obtain clearance are correctly followed by monitoring at least monthly feedback from Heads of Operations/Unit on self-authorisation clearances provided and any withdrawn.

Restrictions to external activities

Be alert to risk



Recognise when risks emerge or change

COVID-19 symptoms

Tell your line manager if you or persons living with you have or have had COVID-19 symptoms, are self-isolating and unavailable for external activities.

- [Test and trace workplace guidance](#)

Vulnerable Groups

Care for others



If you are at increased risk of severe illness from COVID-19, and / or you live with someone else who is at an increased risk, you must be particularly stringent in following social distancing measures (in accordance with [UK government guidance](#)).

When considering a site visit, you should consider carefully if the social distancing measures described above can be **stringently followed**:

- If they can, you may undertake the site visit, but keep the circumstances under constant review and continue as long as you remain confident that stringent social distancing is being followed
- If they cannot be stringently followed, then abort any site visit immediately and discuss with your line manager. Your line manager should not expect you to attend or remain at any Dutyholder site unless HSE can be sure that there will be stringent social distancing

In deciding if you need to visit site, you and your line manager need to **take special account of the following factors**:

- Assurances that nobody on site has COVID-19 symptoms or is suspected of being infected
- Assurances from the Dutyholder that the nature of the site can accommodate at least 2m between people
- Whether you are sure you will be able to wash your hands properly
- Take hand sanitiser as a back-up on site, in any case
- Whether you can use your own car to travel
- Whether additional equipment or paperwork is required to be carried on site
- How to minimise your time on site and the need for return visits

Colleagues that are classified as clinically extremely vulnerable

Any colleagues in the clinically extremely vulnerable groups must continue to work at home, in accordance with Government Guidance (see [shielding and protecting people who are clinically extremely vulnerable from COVID-19](#) ). Those colleagues that are unable to work from home are advised not to go to work. The Line Manager must use the 'Working Outside the Home' guidance (see [working-outside-home](#)) in addition to the 'Line Manager Guide for Managing Mental Health and Wellbeing during Covid-19' if external Work Activities are required (see [line-manager-guidance-mental-health](#)).

Authorised external activities – planning ahead



When visiting, there are key factors to check that help us implement our HSW controls. They ensure that we and the Dutyholder are able to maintain our Safe and Healthy System of Work. A checklist has been developed that provides an opportunity to work with the Dutyholder either before a visit, at the start of a visit or at any stage during a visit to ensure we are able to maintain our controls. Colleagues should be mindful of the controls and continue to apply throughout the visit. Individuals walking past each other may occasionally be closer than the recommended social distancing guidelines for a very short period of time. As long as they are not talking to each other as they do so or stopping to have a conversation, they will not be at increased risk or breaking the rules.

[Key factors for visiting sites during COVID-19 restrictions](#) .

- Discuss anything you are uncertain about with your line manager and/or Principal Inspector. Social distancing is a new concept for HSE so discuss with your team, your line manager and/or your Principal Inspector what it means for you and your work.

Pre-site visit

Where possible and appropriate, make an appointment with the Dutyholder before attending site and ensure the Dutyholder has your contact details should they need to update you about any changes in the site conditions ahead of the intervention. It is important to:

- explain the COVID-19 control measures you will be adopting to the Dutyholder
- confirm what COVID-19 control measures the Dutyholder has in place, and if the site has [followed government advice](#) 
- establish if any employees have been tested for COVID-19 and what have been the results
- request electronic copies of document ahead of any intervention
- ask if there are adequate hand washing facilities available
- think about the activity you are planning to do (inspection, PACE interviews, statement, etc.) and how you will apply the controls

Visiting without an appointment should be discussed with your Principal Inspector (eg some spot inspections).

If you do need to take equipment onto site that could potentially come into contact with surfaces, you should take disinfectant wipes to clean it, or bag the item and clean it when you get home.

Home Visits

You should consider any national and locally imposed restrictions about entering people's homes and whether a home visit can be avoided by using other means of remote contact.

If you decide a home visit is necessary to fulfil regulatory requirements, you need to consider the arrangements for social distancing and hygiene to ensure the visit can be made safely.

Before arrival and when we get there, you should discuss with the householder the precautions to be taken when visiting, ensuring the householder understands the social distancing and hygiene arrangements being followed. It is important to discover if any of those living in the home have been tested for COVID-19 and what have been the results.

If social distancing is not possible you should consider whether face coverings should be worn by both parties. You should consider and discuss with the householder what they can do to help enable, if possible, ventilation during your visit; by possibly opening internal doors and if the weather allows, windows.

Joint Visits

Joint visits may be necessary to carry out different regulatory functions, for example for personal safety and avoiding lone working; for wellbeing and support for fatal incidents; for training and developing skills; or for visiting with other agencies (Competent Authority Partners). Prior to a joint visit you need to consider and agree:

- who will lead the intervention and oversee any other visiting protocols
- who will attend site and their purpose (eg specialist advice or multiple interviews) - the more people who visit the more challenging social distancing

and communication will be to achieve - for this reason, only one trainee per joint visit

- how everyone who is visiting will be suitably briefed about the control measures and protocols being used

If attending at the request of the Police or another agency, you should liaise with them over the precautions to be taken before attending site. If you have any concerns talk to your Principal Inspector.

Consideration of additional risk controls for undertaking spot-checks and/or visits where there has been a positive case, a cluster or outbreaks

Colleagues should make sure they are aware of the controls needed to protect their own health and safety when visiting workplaces. So long as colleagues are able to follow these controls there should be no need for any additional precautions when visiting a workplace where there is a confirmed positive case, a cluster or an outbreak. When undertaking prearranged site visits, in preparation for the visit, colleagues should confirm that any workers who have tested positive are self-isolating as required. If the visit is not pre-arranged, colleagues should look to establish this as soon as possible at the start of the visit.

Other external visits, inc to court, police stations other government offices etc

You should obtain assurance before attending that the location is COVID-secure and follow any local COVID-secure procedures before and whilst visiting the premises.

Any concerns should be discussed with your line manager. Where necessary, raise them with the appropriate contact at the site.

When arranging court appearances you should continue to following HSE guidance regarding [Instructing Solicitor Agents/LAO \(England and Wales\)](#).

If attendance of HSE colleagues at court is essential:

- follow the “[Keeping court and tribunal buildings safe, secure and clean](#)” guidance which includes the need for face coverings
- consider who else will be in attendance and what conference facilities may be needed – for example, victims and families
- make contact with the court in advance to ensure facilities will be available which will allow for social distancing

Specialist support

Where a lead inspector needs to request specialist or technical support, they should explore options for the support to be provided remotely e.g. telephone, Skype, Facetime. You should discuss any urgent request with the Specialist or Technical Team Leader.

Matters of evident concern

This situation might arise when travelling for work; at another Dutyholder's premises or when leaving home, but we are not going out looking for these situations. If the Dutyholder refuses to cooperate, pass the concerns to your Principal Inspector.

COVID-19 Personal Protective Equipment (PPE) and Face Coverings

To manage the risk of infection from COVID-19, HSE has implemented control measures based on a clear control hierarchy. We aim to prevent exposure to the risk and where this is not possible, we reduce the risk through social distancing, handwashing and hygiene arrangements.

We continue to work with BEIS and Public Health Bodies to ensure government guidance for COVID-19 reflects the hierarchy for controlling risk.

Use of PPE

Government guidance currently only recommends PPE for use as a control measure:

- for people directly exposed to aerosols or droplets from others who have (or are suspected of having) COVID-19
- in exceptional circumstances, such as First Responders attending the public

PPE should not be used to protect people from COVID-19 outside of healthcare settings and a few other workplaces, where people are significantly exposed to COVID-19 and social distancing is not possible.

Nobody in HSE works in these settings and people with COVID-19 symptoms are expected to stay at home. Therefore, PPE is not included in our current controls for visiting our offices or other peoples' sites (although we have made it available to our first aiders).

Use of Face Coverings (FC)

Face Coverings are included in both [BEIS](#) and [Cabinet Office](#) guidance as part of the wider public health approach. Evidence suggests that wearing a face covering may provide some limited protection for others you come into close contact with if you are infected, but have not yet developed symptoms.

Face coverings do not protect the wearer from COVID-19. They should not be considered as an effective control in any risk assessment for protecting individuals from COVID-19.

We are all required to wear face coverings in certain circumstances:

- when it is a **legal requirement** (eg on public transport)
- when necessary in line with **government policy** (eg at hospitals)
- when necessary in line with **local authority measures** (eg in local lockdown situations)

We recognise that by wearing a face covering you could potentially reduce the risk of spreading COVID-19 infection to others who you inadvertently come into close contact with, if you are asymptomatic or at the early stage of the infection.

Taking account of this you can also choose to wear a face covering when working for HSE in both our internal workplaces and external / Dutyholder workplaces but you must follow social distancing, good hygiene and all other measures put in place to protect you and fellow workers.

Some Dutyholders will ask us to wear a face covering when carrying out our regulatory duties because they have made a site rule. In these circumstances, we should challenge whether the site rule is justified by a valid assessment of the risk from COVID-19. Colleagues should uphold a good understanding of the risk and controls with Dutyholders. We should not condone poor application of the hierarchy of control.

Manage the cross-contamination risks of wearing Face Coverings. Anyone using a face covering should follow the government guidelines about handwashing before and after putting it on and taking it off; about not touching it whilst wearing it; and, about storing it and washing/disposing of it.

Provision of Face Coverings

Colleagues can follow the guidance provided by [Cabinet Office](#) to make a suitable face covering or they could purchase face coverings from various retailers.

HSE will reimburse the reasonable cost of buying necessary face coverings provided :

- the material is not branded or contains any images/logos
- it is not CE marked PPE

Receipts can be provided for claims in the usual process under SOP (used Misc - Utilities).

Authorised external activities – Logistics

Travel

Stay healthy and safe



Use your own vehicle if you can. If you can't, consider a hire car or HSE Pool car which you will need to clean the 'high-touch' surfaces of before and after use to reduce the risk of spreading the infection through contaminated surfaces.

High-touch surfaces include handles, steering wheel and starter button, centre touchscreen and stereo, handbrake and gearstick, keys and key fob, indicators and wiper stalks, windows, mirrors and mirror switches, seat adjusters which you should wipe down with soapy water or a disinfectant wipe.

Whilst many people are now travelling again Enterprise are operating under very different conditions than they were pre-Covid19, so they are continuing to request as much time as possible for new reservations and suggesting at least 24 hours for planned journeys, this is particularly relevant for users of their car club service. The extra flexibility required here will allow their branch network to safely operate the cleaning and vehicle preparation processes now required as well as give them time to collect vehicles in a socially distanced way.

Use public transport if you are not able to use a vehicle. Follow Government guidance on social distancing by maintaining 2m wherever possible and wash your hands before and after you have been on public transport (see [PHE Guidance for transport](#) ). Consider the best times to travel to avoid any peaks.

Work cohorts / sharing a vehicle

Wherever possible you should travel separately to other colleagues and use transport that offers the least social contact.

In exceptional circumstances colleagues can look to create a 'work cohort' which will allow them to travel together, with other HSE colleagues, in one vehicle. They can be set up and managed to provide a team of individuals with a shared working environment. The reliance on diversity (contact with the least possible number of individuals) rather than on distance from and / or duration with individuals **MUST ONLY** be considered if other identified controls are not reasonably practicable and/or the risk posed by the other means of travel is considered greater than by forming a work cohort. When creating a work cohort you **MUST** follow the controls/guidance outlined below:

- create a specific risk assessment which considers the risks of sharing a vehicle and establishing a balanced approach, comparing this request with the other potential modes of transport
- this must be discussed with and be authorised at director level
- follow any national/regional/local rules regarding the number of people that can be together
- keep your distance, particularly when entering and exiting the vehicle
- sit as far apart as possible in the vehicle and face forward, avoiding face-to-face discussion
- maintain good ventilation by where possible, keeping the car windows open to provide at least trickle ventilation. Air conditioning should not be set to recirculating mode
- you should consider whether face-coverings are required
- clean your hands before entering the vehicle and after your journey
- if the vehicle is your responsibility, clean the door handles, seatbelts and other areas that people frequently touch. (with soap & water/ anti-bacterial wipes)
- if sharing transport you should try to ensure a fixed pairing system to reduce external contacts
- you must ensure that you have a robust method of tracking and tracing work cohorts; eg use of workplace calendars and/or the risk assessment arrangements
- work cohorts can only include HSE colleagues and can't include anyone from outside of the HSE

Overseas travel (outside of Great Britain and Northern Ireland)

Overseas travel should only be undertaken when it is considered essential to operational priorities and must be authorised at director level.

Colleagues traveling overseas must, in addition to the normal non-pandemic risk assessment approach, follow UK government [travel advice](#) and any requirements of the host country.

Flying

Colleagues that are required to take flights for work must follow the [safer air travel for passenger's](#) guidance.

Hotel accommodation

Stay healthy and safe



Confirm arrangements the on the day of the visit. If you need an overnight stay, use CTM online and phone 01274 726424 if you need to check arrangements ([HSE Travel Management team](#) can help resolve any difficulties).

Contact should be made with the hotel before leaving home to determine what arrangements are in place for food/welfare.

Update your calendar entry with site / contact details and hotel booking information if applicable. Discuss and agree with your line manager the arrangements for travel and keeping in touch.

Hand washing facilities

For site visits that require long distance travel and / or when you are planning to be away from home for a significant period, you need to ensure you have adequate access to hand washing facilities.

Hand washing for at least 20 seconds is a key control to prevent the spread of COVID-19. Access to adequate hand washing facilities may not always be possible. Take at least 2 litres of water and either a bar of, or liquid soap and paper towels. Where this is not possible, local arrangements have been made to obtain a personal supply of hand sanitiser.

When using alcohol-based hand sanitiser, ensure that when applying you are not near to any source of ignition or static electricity, as these may ignite the vapour from the alcohol. Once applied, wait until the liquid has evaporated before proceeding.

Authorised external activities – during site visit

Communicate COVID-19 controls

- Remember to tell Dutyholders about HSE's COVID-19 control measures at the start of the visit and remember to confirm the Dutyholders COVID-19 control measures before starting the inspection.

- Use the [Health and Safety Executive visits during COVID-19](#) statement for explaining HSE's position to Dutyholders – if you can, you may want to print this and take it with you.

Limit your time on site

- Plan your visit to ensure that actions on site are efficiently sequenced
- Try to limit yourself to those tasks that you agreed with your Principal Inspector before the visit, taking into account any matters of evident concern that you see or matters of potential major concern that you become aware of. If in doubt, pause the intervention and speak to your Principal Inspector or a colleague.
- Avoid accessing areas unnecessarily or repeatedly. If you are joint visiting, agree how and where discussions will take place, especially in noisy or cramped environments. Manage group sizes for discussions and observing the site conditions.
- Wherever possible do not use surfaces in the premises.

Considerations

- Consider how you will draft immediate enforcement notices while on site and/or discuss issues with colleagues during or following the visit - for example, return to your cars and call each other if there is nowhere suitable inside the workplace.
- Recognise challenges when setting notice compliance deadlines and how compliance will be checked. If you are uncertain speak to your Principal Inspector or agree to come back to the Dutyholder regarding the deadlines etc.
- If on-site vehicle travel is required/likely to be required to facilitate the intervention, examine the Duty-holder's risk assessment and control measures for the activity. If this cannot be done safely then consider amending/curtailing the intervention.
- Consider the possibility that you may need to enter a restricted space where maintaining social distance will be problematical e.g. turbine lifts and nacelles, decompression facilities, plant rooms etc.

Stop if you feel at risk

- If you need to curtail an intervention due to inadequate washing facilities, deal quickly with any Matter of Evident Concern and then leave site. Take appropriate enforcement action on welfare matters.
- Stop the intervention if you feel you cannot maintain social distancing, or you encounter significant breaches in COVID-19 control measures. Get back to a safe environment then deal with the contraventions. Always considering your own personal health safety and wellbeing before the need to complete HSE work activities. During the intervention keep reviewing your personal safety and health risks and whether it is right to remain on site any longer.

Storing/transporting evidence

Avoid contaminating the inside of your car after finishing the site visit. Bag up any evidence or items of equipment.

If it is essential to remove from site and secure physical evidence Inspectors should take it to their local office. You will need to arrange approval via your line manager for you and the local evidence officer to gain access to HSE offices.

Remember to record COVID-19 interventions as soon as possible, as we are reporting separately on these, and complete the actions following the visit.

Cleaning Personal Protective Equipment (PPE)

If PPE is required for the visit, an appropriate 'dirty' bag should be used to transport used PPE. PPE should be laundered or cleaned thoroughly. Reference should be made to the items cleaning instructions:

Standard builders' gloves can be reused if you wash them in soapy water and dry, being careful to wash your hands properly afterwards.

Additional COVID-19 Controls when carrying out Regulatory Activities Offshore

HSE are represented on the Oil and Gas UK (OGUK) Pandemic Steering Group (PSG). This is a cross-industry stakeholder group tasked to develop the offshore industry's response to the COVID-19 crisis. The PSG and their working groups have developed and continue to develop systems of work to minimise the risk of transmission of COVID-19 to offshore workers and associated industries.

Health Protection Scotland (HPS), working with the OGUK PSG have produced **Guidance for prevention and management of cases of COVID-19 on offshore installation during the delay phase**. This sets out precautions to reduce the risk of transmission of COVID-19, to as low as reasonably practicable (ALARP). HSE will implement these controls in addition to the general controls described in the guidance sections above.

- [Supplementary guidance](#) 

Additional COVID-19 Controls when carrying out Regulatory Activities in Health and Social Care Settings

In addition to the general guidance provided on this page, please refer to the '[Supplementary Guidance for Staff Visiting Hospitals/Care Homes](#)' guide when undertaking inspection in Care Homes and /or Hospitals.

Review



We are reviewing our COVID-19 risk assessments every 8 weeks or sooner if Government advice changes, to check our controls remain effective and our risk assessment remains valid. Should the risk assessment and accompanying documents require updating at this review, they are provided to Trade Union and MAGNET representatives for consultation via the External HSW Risk Committee meetings. Following consultation ExCo Gold review and approve the risk assessments before publishing. Please help us by sending feedback on our and your experiences by e-mailing HSW@HSE.gov.uk.

Annex 1 - Summary of actions

Measure	Action
Hand hygiene	▪ Whilst on site, any surface which your hands or equipment come into contact with, could become contaminated with the virus. Be vigilant about your personal habits and either wash your hands, use hand sanitiser or disinfectant wipes, when appropriate. ▪ Wash your hands at the start of the intervention. ▪ Wash your hands at the end of the intervention. ▪ Wash your hands regularly during the intervention (or use sanitiser if you are a distance from the toilets) to prevent cross contamination. ▪ Wash your hands after using a tissue for a cough or sneeze. Sneeze into your elbow if caught unawares. ▪ Avoid touching your face (particularly your eyes, nose and mouth) until you have washed your hands. ▪ After washing your hands at the end of the intervention if you touch surfaces before leaving the premises (e.g. door handles) use hand sanitiser before entering your car. ▪ If you use public transport wash your hands after using it or hand sanitiser if washing facilities are not available.
Social Distancing	▪ Maintain 2 metres of separation during discussions. ▪ Leave noisy areas of the site to have conversations in order to maintain 2 metres of separation. ▪ Choose the most appropriate environment you can for person contact, ideally outside if weather conditions allow and it is practicable. Otherwise within the largest and/ or best ventilated indoor space. ▪ Contact can be minimised by requiring contact with people only when essential and in as low numbers as possible. ▪ Consider whether you can conduct the intervention from outside the site, via a telephone conversation with the

	person in control at the site or face to face ▪ Avoiding potentially contaminated surfaces whilst complying with social distancing rules.
Avoiding Potentially Contaminated Surfaces	▪ Minimise the equipment you take on site to items you can carry in your pockets (e.g. pen, warrant, notebook and iPhone). ▪ Do not put equipment down on surfaces – put it back in your pocket ▪ Avoid touching surfaces - The Dutyholder can open doors, touch and operate equipment for you. ▪ Stand up as much as possible to avoid using chairs and tables (e.g. Do your introductions standing up). ▪ Avoid doing paperwork on site. Return to your car to complete notices and other immediate paperwork – remembering to wash your hands before returning to your car). ▪ If collecting evidence, where it can reasonably be assured that evidence will be preserved by the site, maximise use of notices to leave undisturbed and give a clear intention to collect at a later date. ▪ If you need to remove evidence from site, turn the bag inside out and use it as a glove to avoid touching items or documents that you are bagging up. ▪ Avoid looking at paperwork and request electronic or scanned copies. ▪ For construction it is a general requirement for all people on site to wear gloves for non-COVID-19 reasons (such as reused latex-dipped builders gloves). These gloves can be reused if you wash them in soapy water and dry, being careful to wash your hands properly afterwards.

Annex 2 - Reporting symptoms and/or confirmed positive tests

External site visits can include, but are not necessarily limited to, spot inspections, investigations and/or external meetings.

Actions to be taken by colleagues who have COVID-19 symptoms and/or a positive test result

- Notify your line manager of your suspected COVID-19 infection and symptoms and/or positive test result. Inform your line manager regarding any potential work-related contacts including with HSE colleagues
- Notify the relevant NHS Test and Trace service and follow the advice given regarding testing and isolation. Keep your line manager informed of the advice provided, actions taken and results of any tests

Do not wait

You need to get the test done in the first 5 days of having symptoms. Getting tested quickly will help you protect others from potentially spreading the virus.

Book a visit to a test site to have the test today. Or order a home test kit if you cannot get to a test site.

On days 1 to 4 of your symptoms, you can get tested at a site or at home. If you're ordering a home test kit on day 4, do it by 3pm.

On day 5, you need to go to a test site. It's too late to order a home test kit.

- If you believe that your infection may have been as a result of a site visit / work activity; you must complete a HSW1 event reporting form. Provide as much information as possible to help your line manager with their investigation
- If required, managers should complete the necessary entry within SOP regarding any absence from work

Actions to be taken by colleagues that have been notified by an NHS Test and Trace service

- Follow the advice and guidance provided by the NHS Test and Trace service regarding isolation and testing
- Notify your line manager that you have been contacted by an NHS Test and Trace service and what they have advised you should do
- If you have been contact by an NHS Test and Trace service and if you develop symptoms and/or have a positive test result and are of the belief that your infection may have been as a result of a site visit / work activity; you must complete a HSW1 event reporting form
- If required managers should complete the necessary entry within SOP regarding any absence from work

Actions to be undertaken by line managers when notified by a colleague that they have symptoms and/or a confirmed positive test for COVID-19

Line managers will need to undertake an investigation into the circumstances of the reported event, including consideration of and application of HSE risk assessment and guidance and whether there was any close-contact (see PHE definition for 'contact ') during the external visit. This includes:

- Ensuring that the colleague concerned has notified the appropriate NHS Test and Trace service
- Discussing, note and where possible support the colleague regarding the advice provided to them by the NHS Test and Trace service
- Discussing with the affected colleague the provision of available support via HSE's occupational health employee assistance programme
- Ensuring that an initial [HSW1](#) event reporting is submitted to the HSW team within 24 hours from the notification of an event

- Ensuring that within 3 working days, the following event information is gathered to update the initial HSW1 event report:
 - a) What date(s) was the person working in external / duty holder's premises?
 - b) What was the primary location that the person was working in (room/floor/desk number etc.)?
 - c) What times of the day was the person in the primary location?
 - d) Were there any secondary locations (room/floor/desk number etc.) that the person worked in for an extended period (more than 15 minutes)?
 - e) What times of the day was the person in the secondary location?
 - f) What other areas did the person go to whilst working in the premises (toilet/deli/restaurant/smoking area/printer/other desks/lifts/stairs etc.). Please provide specific locations where possible (e.g. toilet number 3 on floor 2 or lift number 2).
 - g) Did the person have any close contact with others whilst in the premises (e.g. under one metre face to face or spending more than 15 minutes within 2 metres). Please provide the names of the close contacts where known.
 - h) Did the person start to feel unwell or develop COVID symptoms whilst in the External / Duty Holder's premises? (yes/no)
 - i) Did the person develop COVID symptoms within 14 days of being in the External / Duty Holder's premises (please state the number of days)?
 - j) Has the person been informed they have tested COVID positive (if yes what date were they notified)?
 - k) Have the NHS test and trace service been informed? (yes/no)
 - l) Is there is any evidence that (i) existing controls weren't followed (ii) existing controls aren't adequate (if yes please provide details)
- Notifying any identified colleagues and / or others that may have come into close-contact (see PHE definition for '[contact](#) )
- For colleagues that have no symptoms and can confirm that they have followed HSE guidance and have had no close-contacts (see PHE definition for '[contact](#) ) we would not expect them to isolate or withdraw from external work. Unless they are advised otherwise by their regional NHS Track and Trace service

General Information regarding HSE approach to test, track and trace

All colleagues are to follow NHS Test and Trace service guidance regarding testing, isolation etc. Colleagues should keep their line managers updated regarding the process, discussions and outcomes.

The HSE relies on the NHS Test and Trace service to, if needed, notify duty-holders or other third parties regarding suspected and/or confirmed cases of colleague's with COVID-19 that have visited the Dutyholder's and/or may have been in close-contact with employees and/or third parties.

Following a report of COVID-19 related symptoms and/or a positive test, if as a result of discussions with a colleague the line manager believes that they may have been in close-contact with others, they should advise the colleague concerned to discuss

this matter further with the NHS Test and Trace service and follow any additional advice that they are given, keeping their line manager informed of the outcome of these discussions.

Colleagues should only look to withdraw from operational work if they have developed identified symptoms and/or they have been advised to do so following discussions with an NHS Test and Trace service.

When should you complete a HSW1 event report?

If you have COVID-19 symptoms, and/or positive test results, and have undertaken any work-related external visits within the previous 14 days.

If you believe that during an external visit, there were issues with the identified risk control measures and guidance and/or close-contact with Dutyholder's employees or other third parties.